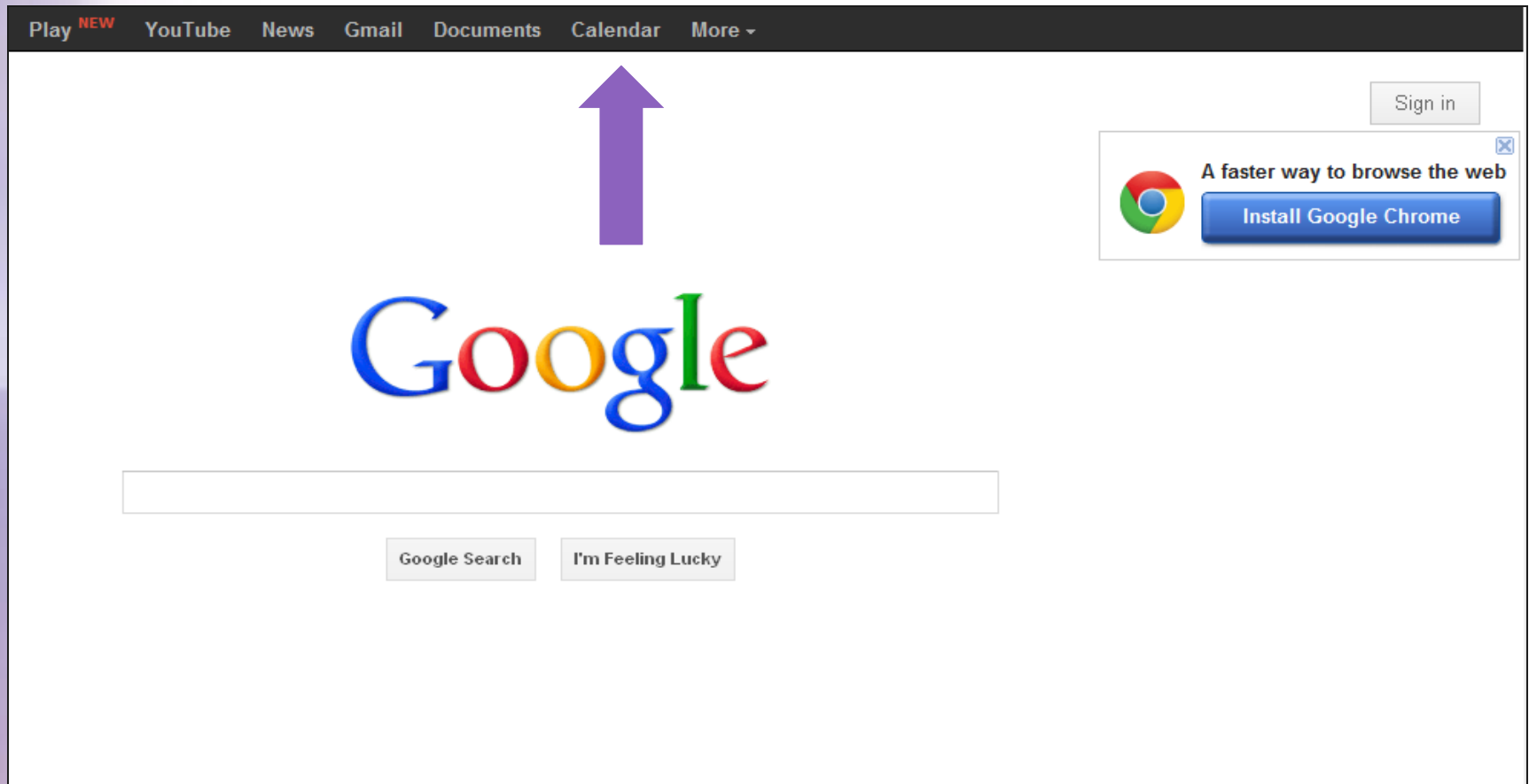# Organizing with Google Calendar

Grace A. Dow Memorial Library
www.midland-mi.org/gracedowlibrary
Reference Desk: 989-837-3449

Accessing Google Calendar
www.google.com

Use the Google tool bar to access the Calendar feature.

Google Calendar
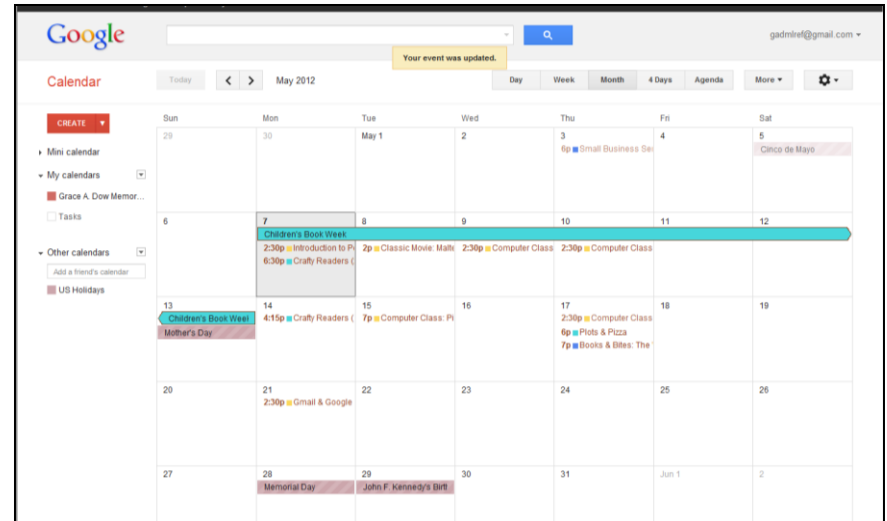

Example: Weekly View
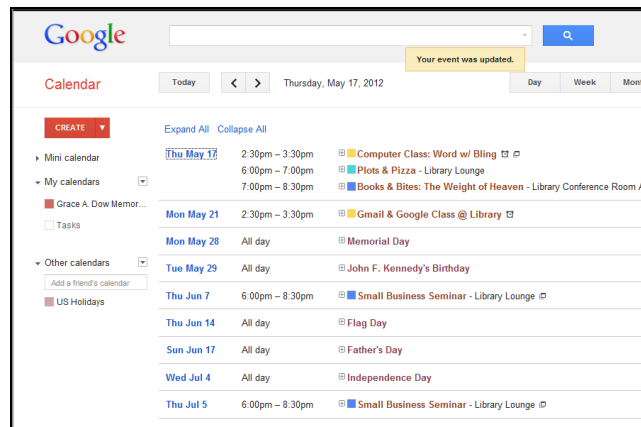
View Your Calendar:
- by Day, Month or Agenda
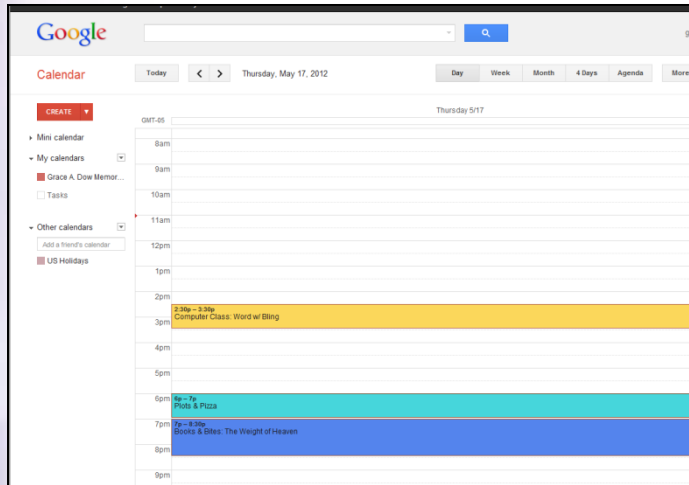
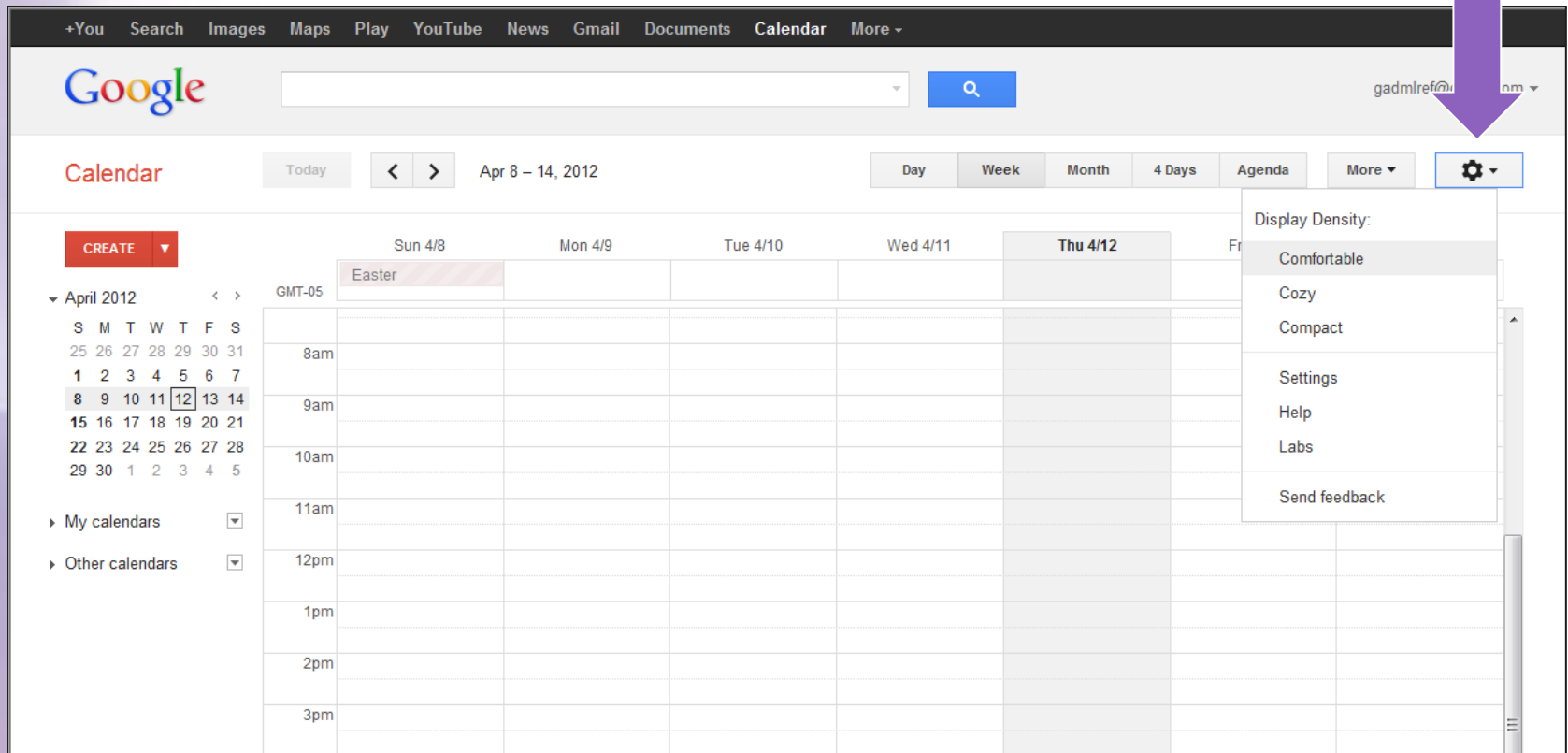

Example: Daily View

Example: Monthly View

Agenda View

Settings

General
Calendar
Mobile Setup

Changing calendar settings

Click the gear wheel in the upper right hand corner to open Settings, Help and Labs.

'Display Density' (Comfortable, Cozy or Compact) is used to affect the layout of your calendar.

General Settings (page 1)

Here you can update basic calendar settings such as your time zone, date format, etc.

General Settings (page 2)

Scroll down the page for more setting options.

Calendar Settings

Calendar Settings:

- Notice shortcuts to *Notifications* and *Sharing* for each calendar
- Notice this calendar is subscribed to *US Holidays*. The Unsubscribe option is in the far right hand column.

Calendar Details

• Access this screen by clicking calendar name under *My Calendars* on the previous slide.

• Here, you change the calendar name, description, location, and time zone.

• HTML code for imbedding calendar, etc.

• Shortcuts for *Share this Calendar* and *Notifications.*

Share Your Calendar

Set Your Notifications

Mobile Settings

Mobile Settings:

Events

**Creating
Editing
Deleting**

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Create a New Event

Editing Event Details:

Recurring Events

Choose "Repeat" to open pop-up window.
(Also can choose "All Day")

"Quick Add" Feature

Start typing an event on the day and time you want to "Quick Add."

This feature will not let you set up recurring events, notifications, etc.
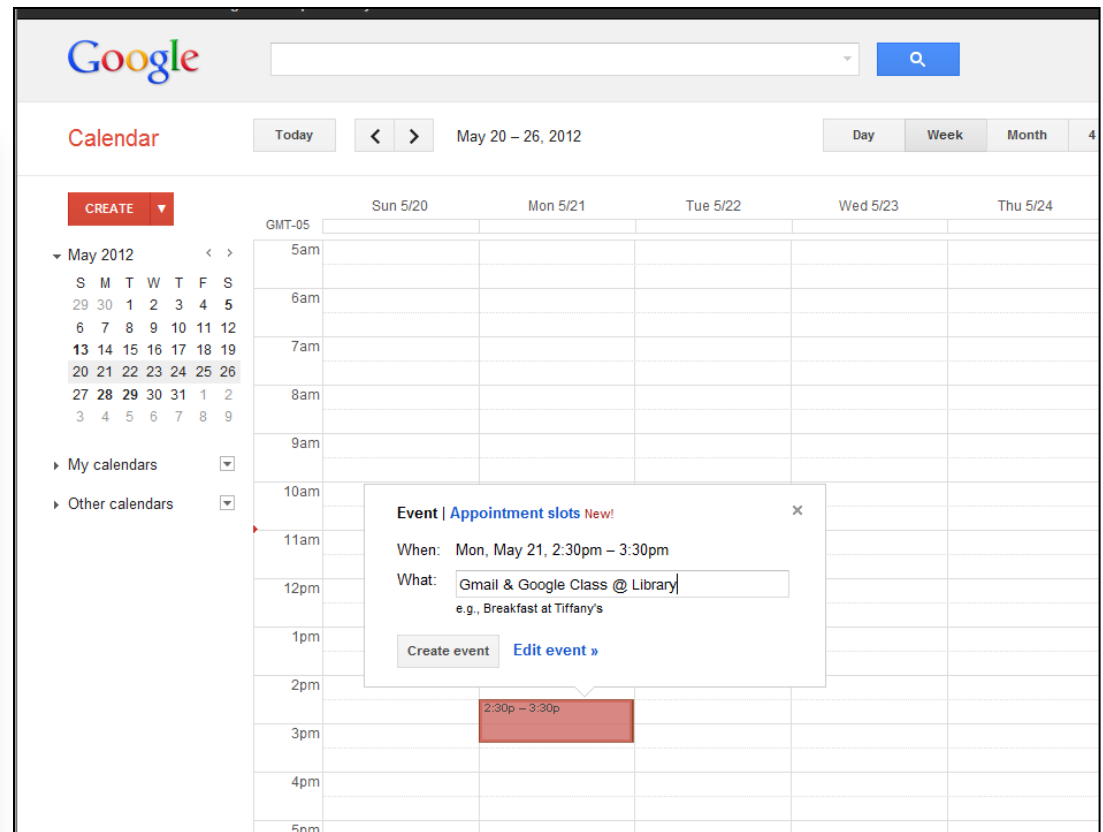
Create an Event via Text Message

- Send a text message with your event's details to the shortcode "GVENT" (48368).

- For example, if you send a message with something like "Shopping with Sarah at Monterey Market 5pm Saturday," Google Calendar should figure out what you mean and write the new event into your calendar.

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Edit or Delete Events

Edit or Delete Events
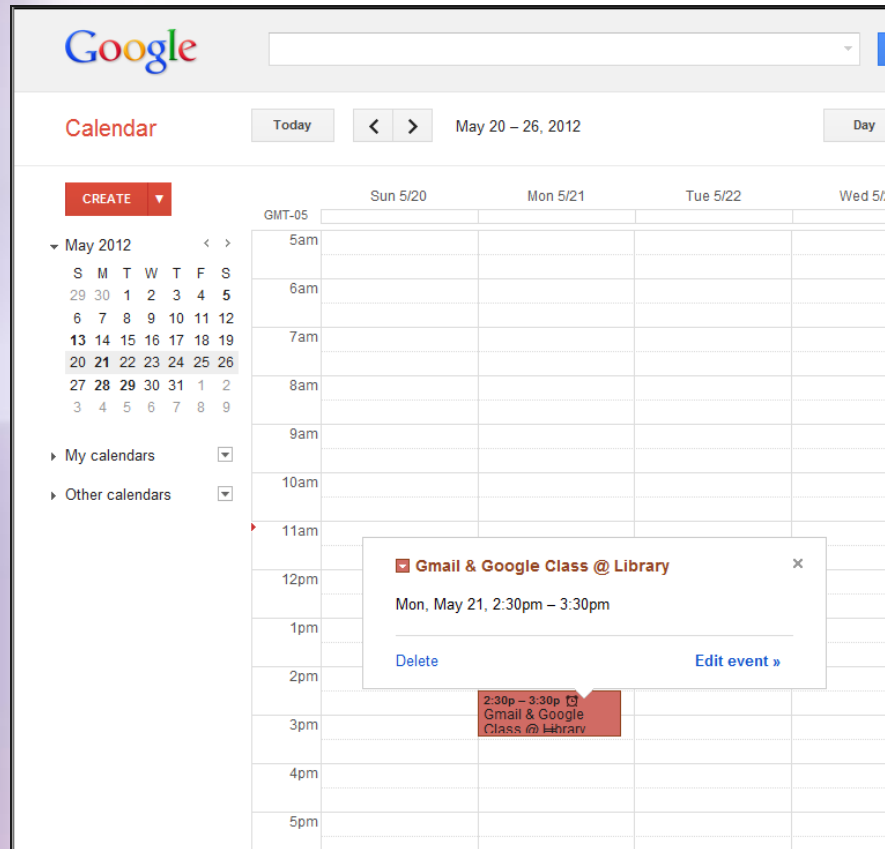
Simply click on an event to edit or delete it.

A pop-up window will appear, and you can choose 'Delete' or 'Edit Event.'

Other Helpful Tips:

- Add "Interesting" Calendars
- Add Community Calendars
- Search Calendar Events
- Print Your Calendar
- Calendar Tasks

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Add "Interesting" Calendars:

Click on the arrow next to "Other Calendars" and choose "Browse Interesting Calendars" to subscribe to:

- Holidays
- Sports (NFL, NHL, etc)
- More (Sunrise/Sunset)
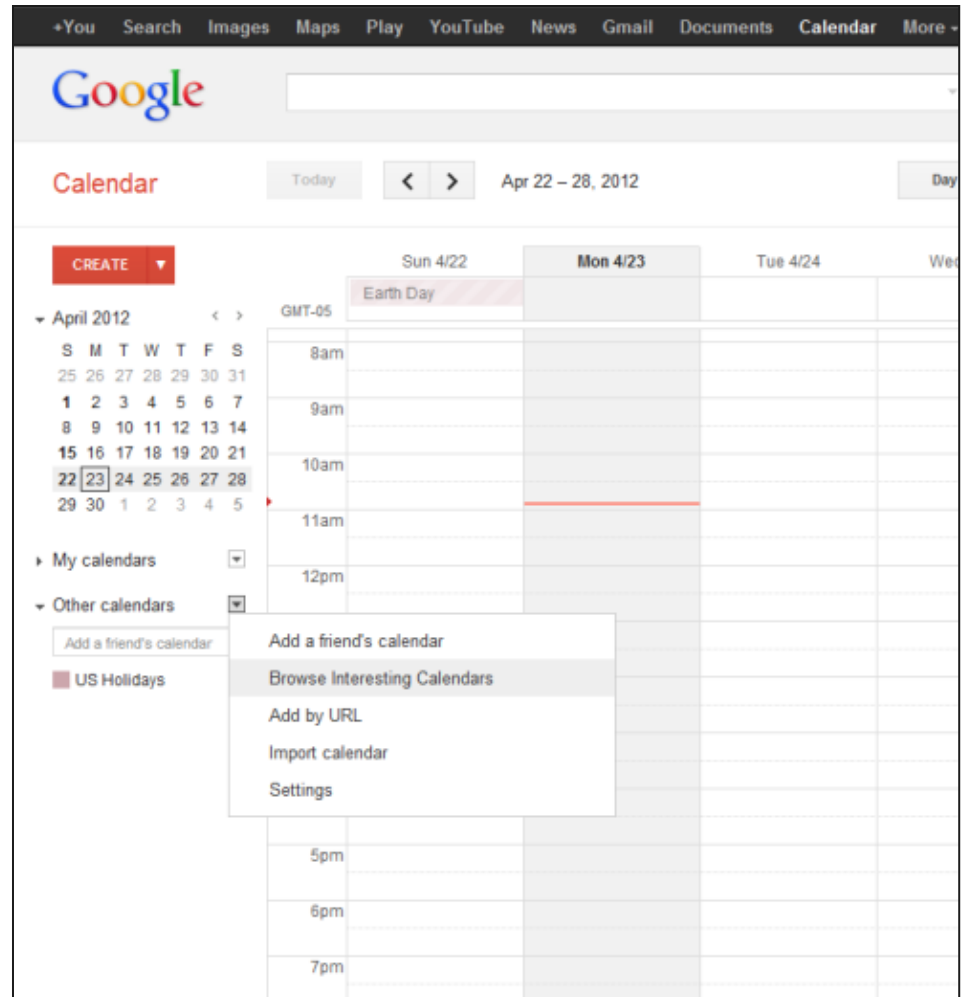
Add Community Calendars:
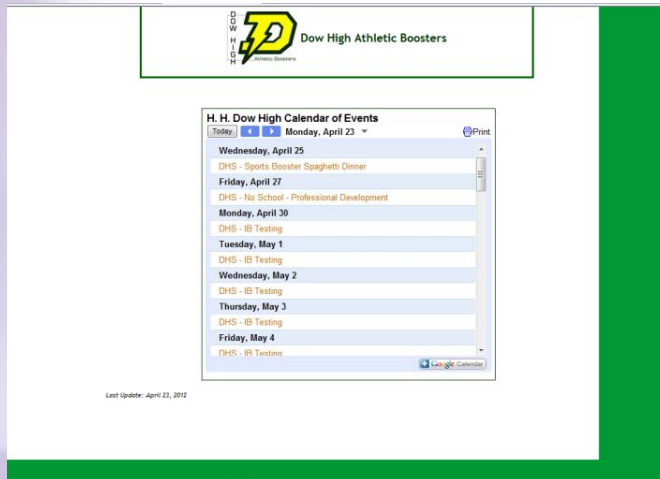
Click the Google Calendar icon to add it to your personal calendar.
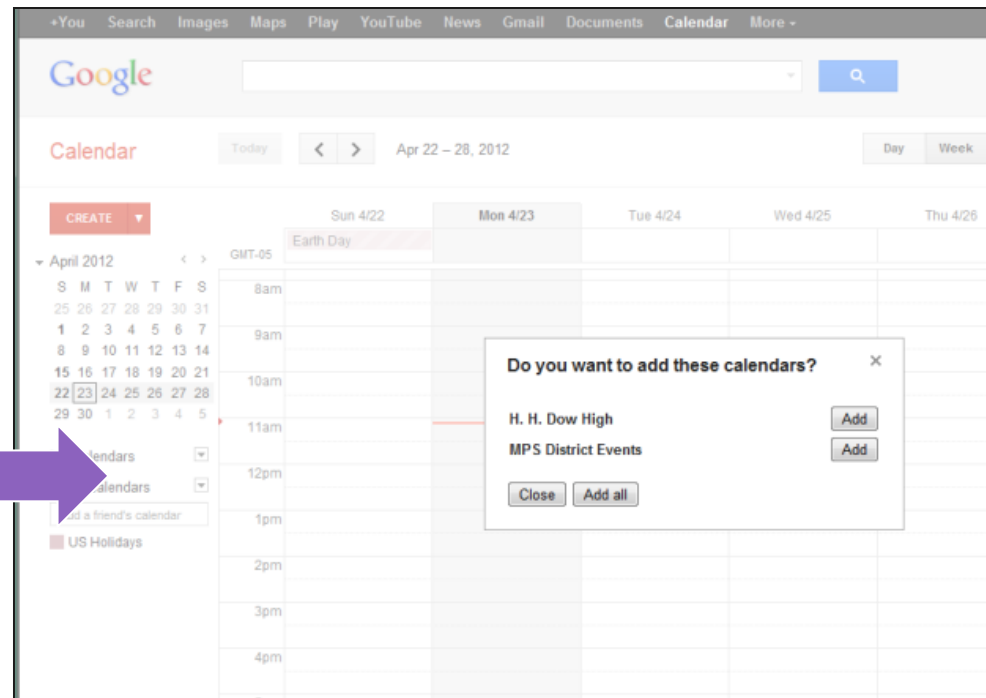
Search Calendar Events
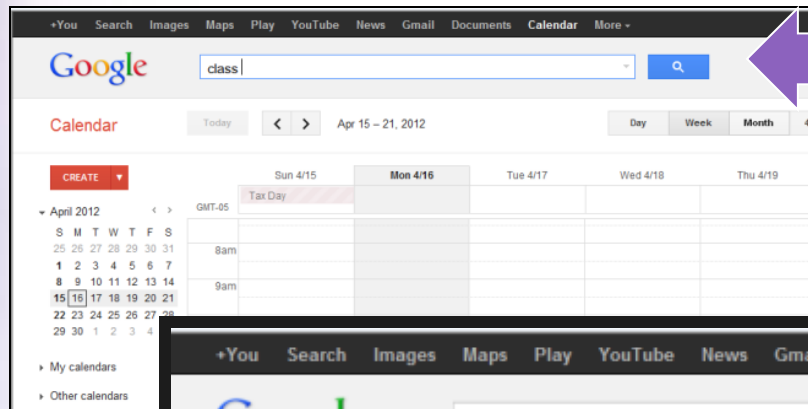
Use the calendar search bar to find key words and events
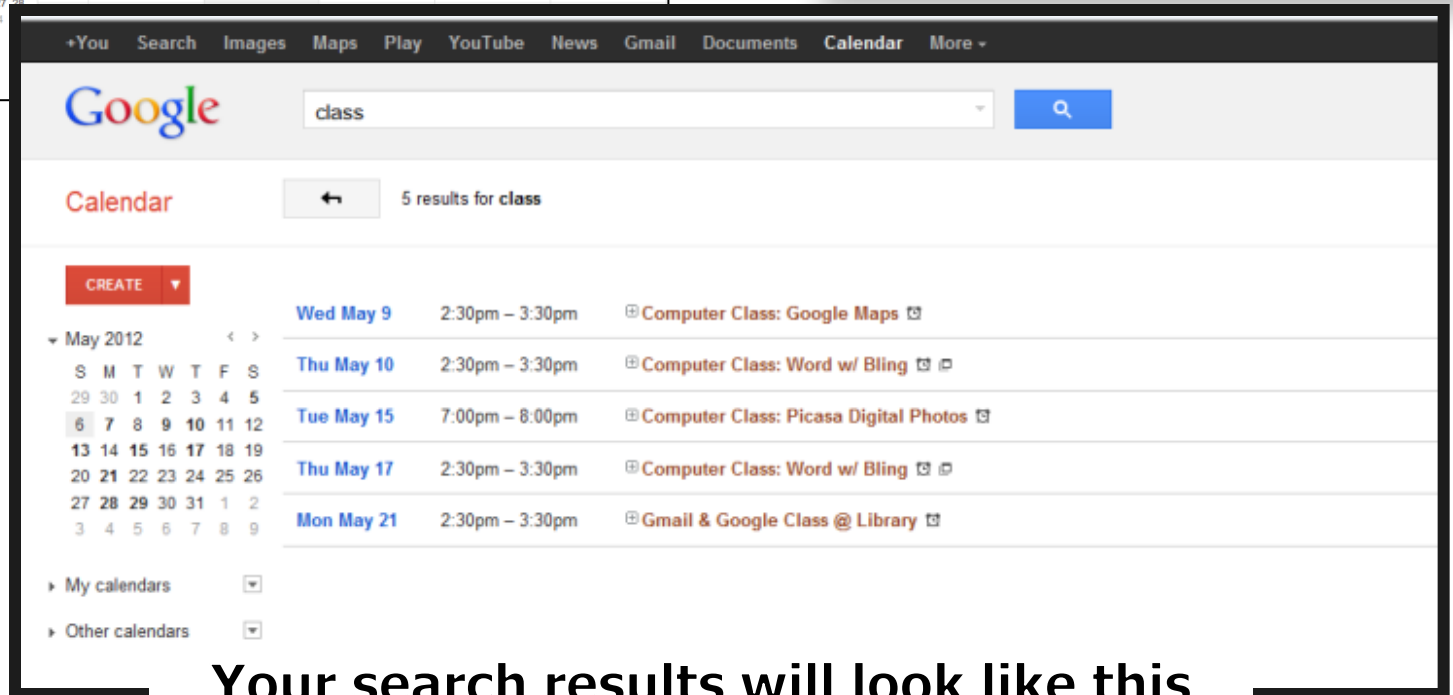
Your search results will look like this

Print Your Calendar

Click 'More' in upper right
Hand corner to pull up the
Print menu.
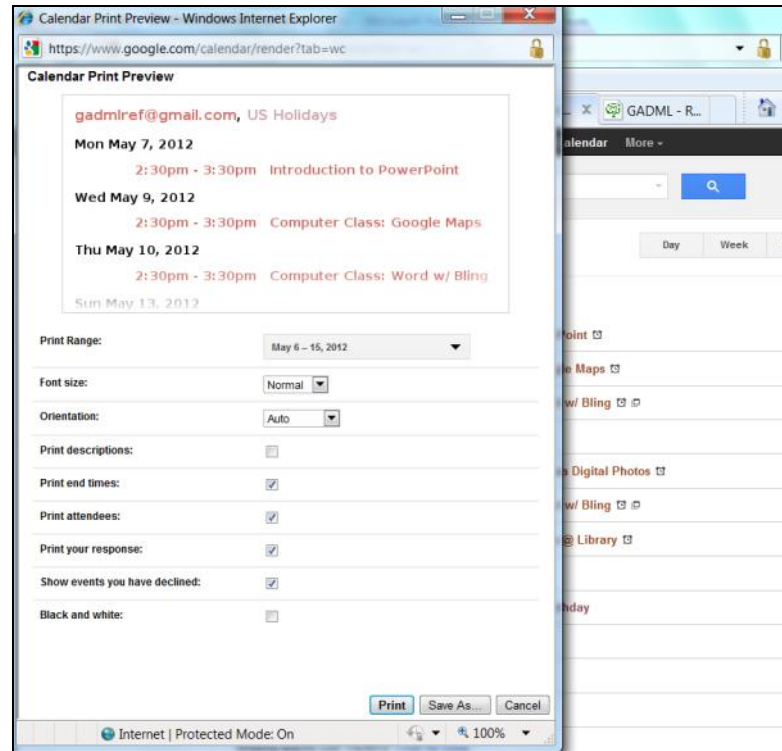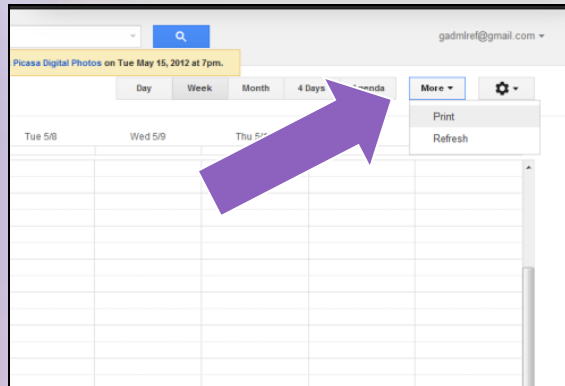
You can print a range of Dates, etc.
Tip: Always Click "Black and White"

Tasks: Pros & Cons

Pros:

- Easy to create a list, and related tasks.

- Inside of the tasks you can put notes, a due date

- Check off tasks when completed

- Print your task list

Cons

- Cannot create recurring tasks

- Cannot share a task or assign it to someone else

- Cannot import or export a task list

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Access Tasks

Task Icons – Creating Tasks

1. Add a task: Click the **+** icon on bottom of the gadget.

2. Create new task by pressing **Enter**

3. Select the checkbox next to task when its completed.

Task Icons – Deleting Tasks
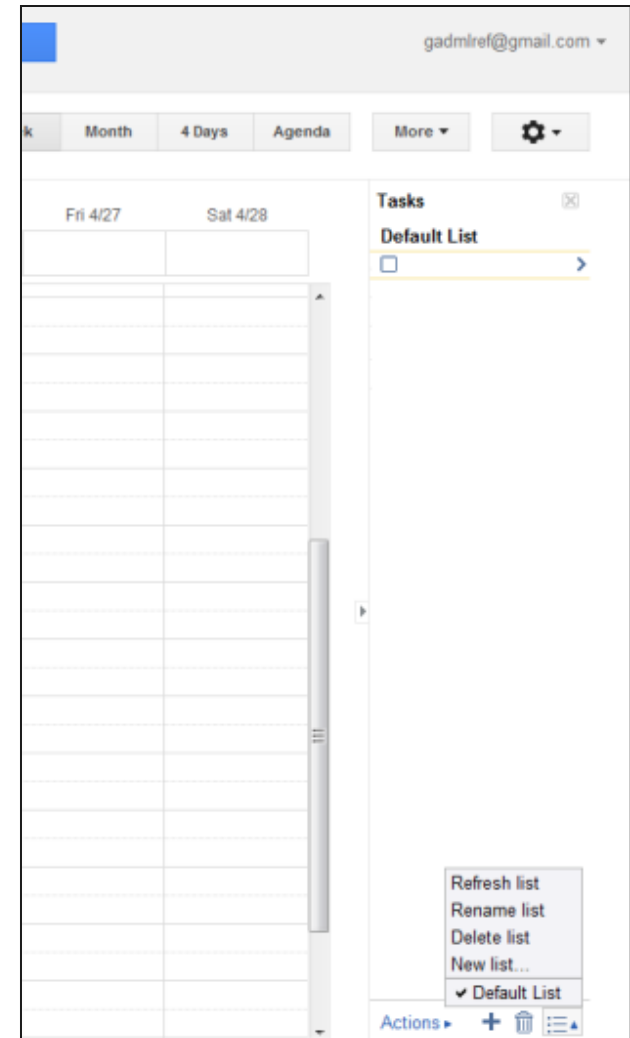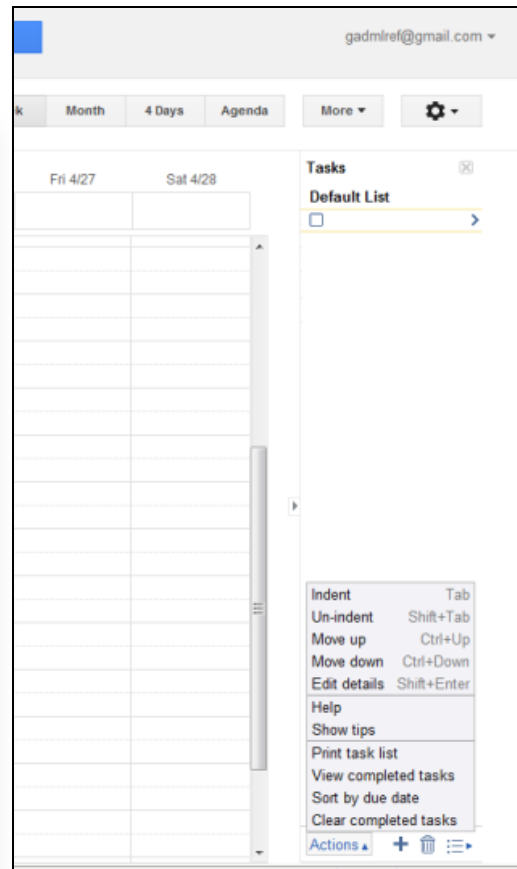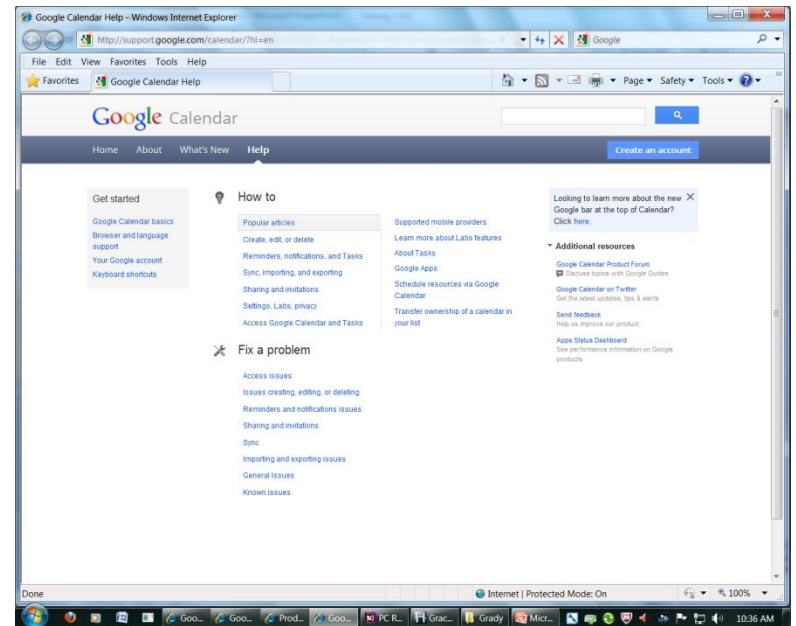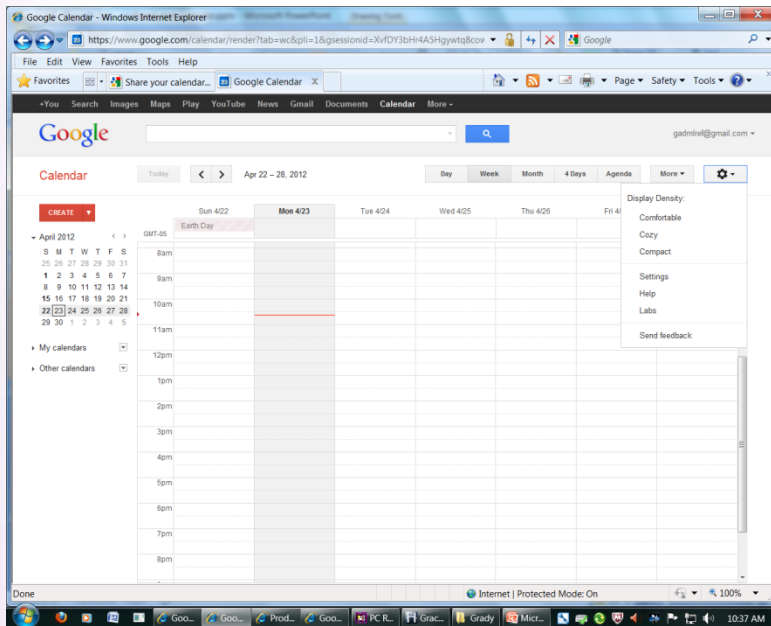
•Remove completed items from the list (without deleting them) by clicking **Clear completed**. Click **View completed tasks** to view those tasks later.

•To delete a task, select it and click the trash can icon on the bottom of the gadget.

•To reorder items on your task list -- press **Ctrl+Up** to move a task higher, and **Ctrl+Down** to move it lower on the list.

•Organize tasks and subtasks by indenting items (just press **Tab** to indent and **Shift+Tab** to move it back).

•Add notes or due dates to tasks by clicking the **>** symbol to the right of the item.
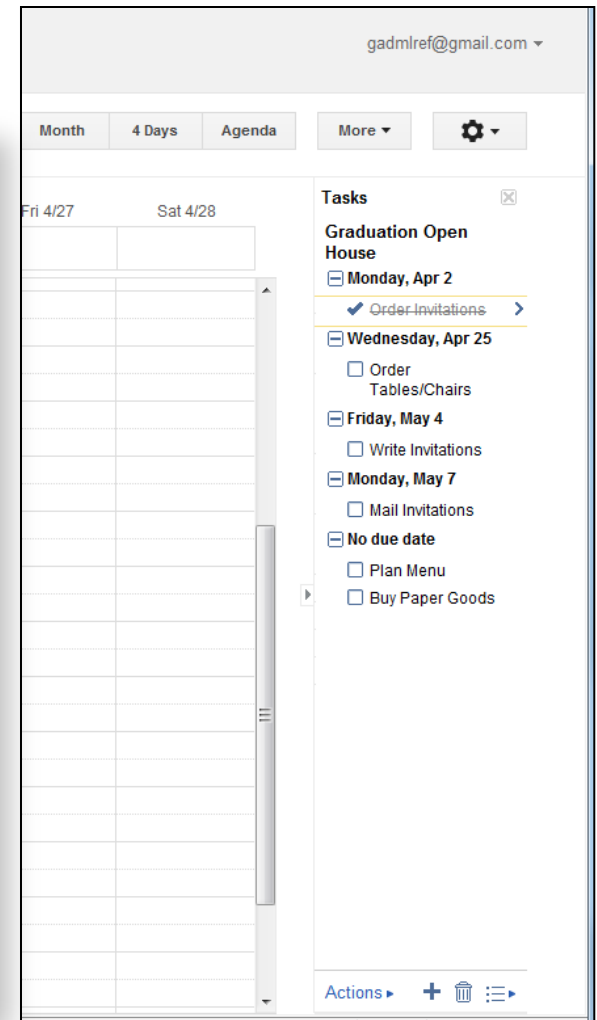
Additional Help:

Question & Answer